

**GUIDE BOOK ON
FINE ART & DESIGN PROPOSAL AND THESIS WRITING**

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Abstract art

This book introduces and states the guidelines that may be followed when writing a fine art and design proposals and dissertations, this book is envisioned to harmonise the manner in which the research should be conducted. Fine art and design research can be conducted by student pursuing a diploma, degree, masters, doctorate course or any fine artist.

Fine art is done for the purposes of conveying concepts therefore art is designed to present an idea rather than to be appreciated for its creative skill or beauty, often making use of unconventional media instead of painting or sculpture and that is the reason why research should be carried in the fine art field.

The Standard format for the fine art research is normal confusing but we should keep in mind that the rule for all humanities academic research are similar, the only difference with the fine art research is that the problem to be solved should be represented in a visual manner, tangible or even if possible in a three dimensional form, which goes along with the written document or thesis.

Fine art and design research can be grouped under the type of research called “applied research” it is done to solve specific, practical questions; its primary aim is not to gain knowledge for its own sake. It can be exploratory but often it is descriptive. It is almost always done on the basis of basic research. Often the research is carried out by academic or industrial institutions.

DEDICATION

To my beloved sisters Kasabiiti Patience & Kasande Peace whose efforts encouraged me and to my cherished brother, whose unfailing support saw me through and for always being there for me all times.

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INTRODUCTION

Fine art is done for the purposes of conveying concepts therefore art is designed to present an idea rather than to be appreciated for its creative skill or beauty, often making use of unconventional media instead of painting or sculpture and that is the reason why research should be carried in the fine art field.

There are two primary types of research that is quantitative and qualitative. Quantitative research focuses on results or outcomes while qualitative focuses on progression, process. Quantitative research involves collecting statistics, numbers and qualitative is concerned with collecting observations. And in most cases fine art research usually uses the qualitative approach.

DEFINITION:

By definition Research can be defined as an organized study and it is a methodical investigation into a subject in order to discover facts, to establish or revise a theory, or to develop a plan of action based on the facts discovered.

The term “Research” can also be defined as the systematic process of gathering and collecting data, analysing the data, interpretation of data and presentation of the data. Research is an active, diligent, and systematic process of inquiry in order to discover, interpret and facts. This intellectual investigation should produce a greater understanding of events, behaviors, or theories, or to make practical applications with the help of such facts, laws, or theories. The term “research” is also used to describe a collection of information about a particular subject.

The word “research” derives from the Middle French and the literal meaning is "to investigate thoroughly", and is composed of two syllables, a preface “re” and a verb “search”. Re -means again, anew, over again and Search-means to study closely and judiciously, to test and try, to examine.

It simply means a search for facts or answers to the questions we ask, it means seeking solutions to the problems. It is a purposive investigation. It is an organized inquiry. It seeks to find explanations to unexplained phenomenon, to clarify the doubtful facts and to correct the misconceived facts. Research is sometimes an unapproachable term to some artists but it simply means the process of finding out solutions to an identified problem after a thorough study and analysis of the situational factors.

Concept Paper

A concept paper is a short summary that tells the reader what the research or project is all about. Concept papers are summaries of projects or issues that reflect the interests, experience and expertise of the researcher or organization. It serves the purpose of providing in-depth discussion of a topic that the researcher has a strong position on.

The terms "concept paper" and "proposal" are often used interchangeably as they can be used for the same function, concept paper may also be used as an instructional tool that may have developed as a result of extensive research, committee input or as a result of the outcome of a current project.

A concept paper could also discuss best practices, philosophies and other related issues that the researcher believes action

should be taken on in the near future. It also helps a researcher to spot holes in the research that might later prove fatal. It is normally better to be clear at the beginning than to put in a lot of effort for nothing.

Elements of a concept paper:

- Clear description of the research topic, including a summary of what is already known about that topic.
- A one-sentence statement of the research question that the researcher will seek to answer and the concept paper should connect this question to the existing literature (something that almost always takes more than one sentence to accomplish).
- A demonstration of why it is important to answer this research question
- Description of how the researcher plans to answer the research question.
- Statement of the limitations of this research, specifically the things that it cannot discover (and why).

Concept papers should at-least range from 2 to 5 double-spaced pages that is around (500 to 1250 words), not counting bibliographies.

The “Research Proposal” is a written document of an intended or planned process that the research will undertake. It outlines specific aspects and activities of the research process. The research proposal should clearly spell out the research

problem, objectives, research questions/ hypothesis, theoretical/conceptual framework, significance and scope of the study, assumptions and limitations of the study, operational terms, and the methodology that will be used to collect and analyse/investigate it. The process of preparing a proposal should rely on adequate reading and citation of relevant literature. Each of these key aspects of the research proposal is explained in this guideline. A research proposal is different from a research report although both have a lot in common. The research proposal is done before one undertakes research and is written in future tense. The research report is written after one has done the research fully and is written in past tense. Fine art and design researcher is expected to do both to achieve an academic research.

And a research report is the final stage of research in academics it can be called thesis or dissertation and it states all the findings therefore a fine art research should keep in mind that at the end of it all his or her report/thesis should be accompanied with the visual art work or works representing the problem he or she is solving as presented in the document. Fine art and design research moves in systematic cycle. It starts with a problem and ends with a solution to the problem through a systematic research process which can be summarized in following steps:

- Selection of the study topic
- Formulation of a research problem
- Extensive literature survey
- Developing a research hypothesis
- Preparing the research design that will enable an artist to produce an art work at the end

- Determining the sample design
- Collecting the data
- Analysis of the data
- Hypothesis testing
- Generalizations and interpretations
- Preparation of the report or presentation of findings and art works showing how the problems could be solved.

The scientific and systematic are used to define research because it involves the following; Searching for new knowledge-(something new); Systematic-whether it follows procedures; Empirical-evidence and truth about the information you have; carefully designed-not speculation and it is based on expertise.

Fine artists undertake research may be because of the following reasons which may include;

- Desire to face the challenge in solving the unresolved problems-concern over practical problems initiates research
- Curiosity about new things.
- Desire to get intellectual joy by doing some creative fine art works
- Desire to get respectability
- Desire to be of service to society
- Directives of government like building artistic monuments
- Employment conditions
- Desire to get a research degree along with its consequential benefits

TYPES OF RESEARCH

Research can be done according to the intent of doing it such as;

- Pure research
- Applied research
- Exploratory research
- Descriptive research
- Diagnostic research
- Evaluation research
- Action research

The second section can be according to the methods of study for example;

- Experimental research
- Analytical study
- Historical research
- Survey

Therefore there are three broad categories of research namely:
Basic research, applied research and evaluation research.

Basic research is sometimes called pure research, fundamental research and theory-based research. It is the research for academicians. It is not intended to solve a problem but to extend a theory. It is undertaken out of intellectual curiosity. It is not problem oriented. It aims at extension of knowledge. The findings enrich the storehouse of knowledge or it adds on the existing knowledge.

Applied research can be called useful research and its emphasis is on solving a practical problem. The emphasis is not on theory but solving a problem.

Evaluation research is sometimes called impact research, assessment research or social accountability research. It is also similar to applied research but its interest is to assess the impact of the intervention.

The main purpose of a research proposal is to demonstrate that the person intending to do it gives a clear and systematic conceptualisation of the research problem and the research process and that he or she has done adequate reading and is informed about recent work done in the area of interest.

FINE ART & DESIGN RESEARCH PROPOSAL FORMAT.

The research proposal should not exceed at-least twenty double-spaced pages of main text body, excluding title page, table of contents, list of tables and figures, list of abbreviations, list of references and appendices. The proposal should at-least be formatted with a font size of twelve and double spaced lines by using readable fonts such as Arial, Helvetica, Calibri, Times New Roman etc. The figures and tables must have a title such as: Figure 1: The Conceptual Framework and indicate the source (Source: Adapted from Mwesiga. 2012). And researchers should keep in mind that a proposal should be written in future tense unlike a dissertation written in past tense.

The research proposal consists three chapters namely:-

- Preliminary pages, Title page, Table of contents
- **Chapter one;-**
 - Introduction
 - Background of the study
 - The problem statement
 - General objectives
 - Specific objectives

- The research questions
 - The hypothesis of the study
 - Conceptual framework
 - The significance of the study
 - Justification of the study
 - Study scope
 - Assumptions and limitations
 - **Chapter Two**
 - Literature review
 - Introduction
 - Purpose of review
 - The theoretical review
 - Conceptual framework
 - Actual literature
 - And summary of the review.
 - **Chapter three**
 - Research Methodology
 - Research design
 - Study population
 - Sample size
 - Sample techniques
 - Data collection methods
 - Collection instruments
 - Pre-testing
 - Data collection procedure
 - Data analysis
- Lastly, references and appendices.

The Preliminary Pages

The Cover Page

The cover page should have the following: Title/topic of the study, research's names and numbers if any centred below the names, names and titles of supervisors, statement about the proposal as "being in partial fulfilment of the requirements for the award of the doctorate/masters' /bachelors' degree" (specialisation) if it is for academic purposes, and the month and year the proposal is to be submitted.

Below is a sample of how the cover page should look like:-

Title/ Topic
By line, (name of the researcher)
Supervisor's name/s
A Proposal submitted to the _____ in partial fulfilment of the requirements for the award of _____ in _____ of _____
Month, Year of submission

Title/Topic

The title/topic should precisely reflect the scope and content of the study. It should at-least contains between 15-20 words and it should be descriptive yet discrete. The key word in the topic should be the key variables of the research.

Table of Contents page

The content page/s lists all the chapters, headings, sub-headings and the pages where they appear by page numbers.

CHAPTER ONE**The Introduction**

Chapter one tells the reader what the study is about, the key variables of the study and how the chapter is organised. It will present the background to the study, the statement of the problem, the purpose or general objectives, the objectives of the study, the research questions, the hypotheses, the scope of the study, the significance, Justification and operational definition of terms and concepts. It is sometimes possible to begin with the background to the study without this introduction to the chapter

The Background of the Study

Background of the study presents the justification providing evidence and conditions of the existing situation to make the reader feel the urgency of the problem and the need to study it in order to solve it or contribute to its solution. The background may start by giving the historical, theoretical, conceptual, and contextual background (Amin, 2005) or by using the funnel-shaped approach in the sense that it locates the study within

the boarder global, and narrows it to the regional, national and finally local context (Mugenda & Mugenda, 1999). It can at least be about 600 words but may exceed depending on the literature the researcher has retrieved.

The Statement of the problem

This should not exceed one page it may even be half a page. It is the heart of the research and its purpose is to show why a candidate is proposing the study therefore, it should state the real problem of the research. The statement of the problem defines the variable(s) and their relationships / issue(s) to be investigated. Reference should be made to the problem that has been detected and needs a theoretical and practical solution. The nature of the problem and its known / estimated magnitude or extent should be clearly stated.

All the statistical information or citation used must be brief and specific. It should be used to highlight the magnitude or extent of the problem, Major previous researches undertaken on the subject should be briefly cited to indicate where the gaps in the knowledge are and justify the need for another study.

The statement of the problem should be short and brief (not more than 1 page) and the qualities of the research problem are; researchable, theoretically or practically significant it should contribute or improvement the existing knowledge.

The General objective or purpose of the study

An art and design researcher should make a choice to use either purpose or general objectives but not both of them. A study should be based on a clear conceptualization of relationship between variables, which define the parameters of

the problem of the study. The objectives of the study spell out how the suggested relationships will be investigated and what the researcher hopes to achieve by carrying out the proposed study.

The Specific Objectives or aims of the study

The specific objectives arise directly from general objective of the study. Where a researcher has used purpose in 1.3, this section is called objectives and where general objective has been used, this section becomes the specific objectives. They break down the general objective. Each relationship between variables to be investigated should be spelled out in a specific objective. The objectives must be aligned to the conceptual framework and the variables of the study. The number of objectives is therefore influenced by the conceptualisation and the nature of relationships the researcher may be interested in. The number of specific objectives will influence the volume of the literature review and data to be collected so one should limit the number of specific objectives to be investigated. It is assumed that the findings of the study will lead to recommendations so there is no need for a specific objective about recommendations.

The Research Questions

Questions are written or spoken inquiries or a request for information or for a reply, which usually ends with a question mark if written or on a rising intonation if spoken

Research Questions refer to questions which a researcher would like to be answered by undertaking the study. While in some cases the research questions may precede the

construction of the conceptual/theoretical framework, in other cases it may follow it (Sarantakos 1998). And in most cases the number of research questions should correspond with that of research objectives in all cases.

The Hypothesis of the study

A hypothesis is a theory needing investigation or a tentative explanation for a phenomenon, used as a basis for further investigation, or a statement that is assumed to be true for the sake of argument. A hypothesis is predicted answer to the research question. After variables are operationalized the researcher proceeds to formulate one or more hypotheses. The purpose of formulating hypotheses is to offer a clear framework and a guide when collecting, analysing and interpreting the data. In many cases hypotheses serve as a testing tool of the relationships between variables. In this sense, a hypothesis contains a possible solution to the research problem, and as such is expected to be accepted or rejected by the evidence gathered by the study. (*Sarantakos 1998, p.133*) If the study is exploratory and therefore there are no answers to predict then hypotheses need not be suggested. Therefore, for quantitative studies, both the research questions and hypotheses must be presented. For all studies that have a quantitative orientation; (depending on how the objectives are stated and the design of the study among others), the candidate has to present testable hypothesis. These can be the same number as the research questions, they can be more or they can be less. They don't have to be the same number as the research questions. Note that a hypothesis is tentative or

hypothetical answer to the research questions just as research questions are also derived from objectives.

The Conceptual Framework

Conception means a broad understanding or a general understanding of something that is to say something conceived in mind as a result of thought, e.g. an idea, invention, or plan. And a framework is underlying set of ideas, principles, agreements, or rules that provides the basis or outline for something intended to be more fully developed at a later stage. Research is based on a conceptualization of a pertinent problem and relationships between problem variables and how they affect one another. The conceptual framework is a diagrammatic representation of the relationship between variables and how they are operationalized for the purpose of research. It should indicate the independent and dependent variables showing the effects and relationship, moderating and intervening variables where applicable. The source of the variables/framework and an explanation of the diagrammatic representation should be made. Therefore one should keep in mind that a conceptual framework is a graphical representation of the relationship between the study variables of the research. It is a representation of how the research links the study variables be it the independent variables, the dependent variables, the intervening or confounding variables of the study.

Research variables can be anything/s, which can vary a variable, can take on different or changing values, values can differ at several times for the same object or person. Variable is

any character which can take on more than one value. Therefore research is the study of the relationship between variables which should at-least be two or more variables in the study, when carrying out research each variable should be complete and should include all possible answerable reactions. The following are the types of research variables: dependent variables, independent variables, extraneous variables, moderator variable, categorical variable and numerical variable.

The dependent variables/criterion variable is the main principle the researcher interest in. The main goal of the researcher is to understand and describe the dependent variable, by explaining its variability or predict it.

The independent/predictor or explanatory variables are closely linked to the dependent variables, they are the ones that cause the effects, it is the variable that influences the dependent variable and it causes the variation in the dependent variable by giving accounts for any variation in the dependent variable.

The moderator variable it is the second dominant variable, which is selected for study to determine if it affects the relationship between the primary and independent variable and the dependent variable.

Categorical variable is also a qualitative variable and consists of discrete variables. It has two or more classes that are distinguished from each other.

The numerical variable is also called a quantitative variable or continuous variables. It is the one whose values consist of numbers, figures or statistics.

The extraneous variables is a variable that surfaces between the time the independent variable starts operating to influence the dependent variable and the time their impact is felt on it.

The Significance of the study

Significance can be interpreted as the quality of having importance or being regarded as having great meaning. Therefore it refers to the relevance of the study in terms of academic contributions and practical use that might be made of the findings to the organization/sector in which the researcher is based and to the public at large. The researcher must tell the reader the reasons why and how s/he thinks the findings might change policies, theory or practice. That is the research should indicate who will benefit from the findings of the study and how.

The Justification of the study

Justification can be interpreted as something of good reason or having an acceptable reason for the action taken. Therefore it gives the rationale of the study. It can be a methodological, problem justification.

The Scope of the study (geographical, time and content scope)

Scope is a range of logical operator or the range of application or boundaries of a logical operator, usually indicated by parentheses. For this case the Scope provides for the boundary or limits of the research in terms of content (i.e. independent and dependent variables to be investigated), geographical area and time span of the research.

The Operational Definitions

Definition is the act of describing or stating something clearly and unambiguously, the key concepts to be used in the study have to be clearly defined. The definition should be operational and not a dictionary definition.

Assumptions and limitations

Assumptions are things that are believed to be true without proof, an assumption is any important fact presumed to be true not actually verified. Assumptions in a particular study are unique under the conditions, which the study is carried out. Stating assumptions helps the researcher to justify the study and consequently the findings.

A limitation is an imposed restriction that cannot be exceeded or sidestepped. They are anticipated constraints imposed by methods or location or situation of the research. They also consider potential sources of bias in the proposed study. A limitation is an aspect of research that may influence the results negatively but over which the researcher has no control. The researcher should designate what measures he or she will take to counteract the possible bias or contamination on the data and findings of the study.

The second chapter of a proposal is the literature review

LITERATURE REVIEW

It starts with the Introduction

It is the act of bringing something to a place, into existence, or into operation for the first time, it tells the reader how the chapter is arranged and how the review is organised. The rationale of the study, the sources of literature and the procedure of literature review should be stated and briefly discussed by this introduction.

Writing a literature review is an active, critical and constructive exercise that forms an important part of mobilizing your central thesis. Mugenda and Mugenda (1999:29) reports the reviewing of literature involves the systematic identification, location and analysis of documents containing information related to the research problem being investigated. Literature review should be broad and detailed because it is aimed at obtaining detailed knowledge of the topic being studied. Meanwhile, Amin (2005:138) argued that the activity involves location, reading and evaluating reports of research as well as reports of observation, discussions and opinions that are related to the individual's planned research project. According to Kothari (2004:38) argues that all available literature concerning the problem at hand must be surveyed and examined before a research problem is given. This means that the researcher must be conversant with relevant theories in the field, reports and records and also all other relevant literature.

Purpose of the Literature Review

Several researchers' argues that review of literature is imperative because it disseminates the reader with the depth, breadth and scope of the research topic, it defines key concepts, and also it establishes the body of knowledge that the research will contribute to in his or her current study. The

aim of the literature review is to encourage the reader that your research is informed, coherent, essential and innovative.

Writing thesis in the field of art and design is so complex and one should understand why the literature should be reviewed Mugenda and Mugenda (1999) gave good and short of intellectual ideas which would guide the researcher on the importance of reviewing;

- The main purpose of literature review is to determine what has been done already related to the research problem being studied. A detailed knowledge of what has been done helps the researcher to: (a). Avoid unnecessary and unintentional duplication (b). Form the framework within which the research findings are to be interpreted. (c). Demonstrate his or her familiarity with the existing body of knowledge. This increases the reader's confidence in the researchers' professional ability.
- A review of the literature will reveal what strategies, procedures and measuring instruments have been found useful in investigating the problem in question. This information helps one to avoid mistakes that have been made by other researchers and also helps one to benefit from other researchers' experiences. The information may also help to clarify how to use certain procedures which one may only have learnt in theory.
- Another purpose of literature review is to make the researcher familiar with previous studies and thus facilitate interpretation of the results of the study. For example results can be discussed in terms of whether the support or contrast

previous findings. If there is contradiction, the literature review might provide rationale for the discrepancy.

- In most cases, literature review will suggest other procedures and approaches. This is very useful information because a researcher could try out suggested approaches, especially if they will improve research study.
- In some cases, a researcher may not have narrowed down to a topic at the start of a literature review. In such cases, the literature review helps the researcher to limit the research problem and to define it better. This review of literature will give the researcher the knowledge needed to convert a tentative research problem into a detailed and concise plan of work.
- Literature review helps determine new approaches and stimulates new ideas. The researcher may also be alerted to research possibilities which have been overlooked in the past.
- Approaches that have proved to be futile will be revealed through literature review. This helps in the research because there is no point in repeating a certain approach in a study if that approach has been found to be consistently unproductive or unreliable.
- In most cases, authors of research articles include specific suggestions and recommendations for those planning further research. The suggestions are usually found when reviewing literature and should be considered very carefully.
- Literature review pulls together, integrates and summarizes what is known in an area. A review analyses and synthesizes different results revealing gaps in information and areas where major questions still remain

The Theoretical Review

Theoretical is something based on theory or the information about, involving, or is something based on theory or dealing with theory or speculation rather than practical applications or dealing with existing only in theory and Reviewing is the process of looking at something critically by examining something to make sure that it is adequate, accurate, or correct. Review of literature on the theory or theories, which the researcher will have identified as being the guiding principle of the study. How the theories will be used in the study has to be highlighted. Definition, a theory is a set of concepts and therefore some of the concepts in the conceptual framework may be identified from these theories.

The Conceptual Review/conceptual Framework

Conception means a broad understanding or a general understanding of something that is to say something conceived in mind as a result of thought, e.g. an idea, invention, or plan. A framework is underlying set of ideas, principles, agreements, or rules that provides the basis or outline for something intended to be more fully developed at a later stage. Research is based on a conceptualization of a pertinent problem and relationships between problem variables and how they affect one another. The conceptual framework is a diagrammatic representation of the relationship between variables and how they are operationalized for the purpose of research and it should immediately follow the theoretical framework in the second chapter.

The Actual Literature review

Actual can mean emphasis, existing, occurring at the moment or genuinely for example to stress that something being referred to is genuinely to the thing involved. Literature is a theoretical writings on subject or the body of published work concerned with a particular subject. And the review here is done objective-by-objective .Each objective is given a theme that should reflect both variables of the study and appropriate literature is reviewed. The researcher will decide on sub-headings in accordance with research objectives. This section deals with a discussion of existing literature on the subject with the objective of revealing contributions made by earlier scholars, weaknesses and gaps in existing knowledge and lessons learnt. The literature review should focus on the themes of the study and should inform the objectives and methodology of the study. Extracts should be included in the text, indicating author and year of publication in accordance with the approved format e.g. (Mwesiga, 2012). Quotations should include the page (s) where the quotations appear to be direct e.g. (Opio, 2012, Pg. 233) .All other details of the citations are included in the reference section. As to (APA style). The review should be critical and use of current journal articles rather than textbooks is recommended

Processes of Reviewing Literature

There are a number of principles and steps to developing a literature review, but they are not necessarily compulsory but they are good guides of reviewing and these are:

- Identify the literature
- Record the literature
- Ensure Relevance of the literature
- Retrieve the literature

- Review the literature
- Write the literature

Reviewing is supposed to ask the following questions

- What claims or arguments are being made?
- Are the arguments logically consistent (do they make sense)?
- What are the grounds on which any claims or arguments are made?
- What evidence is cited in support?
- What sources (secondary and primary) have been used?
- What objections may be raised?
- How does the study fit into the field of research?

The critical perspective will come from being able to compare and contrast differing situations and approaches this will however depend on your investigation and reading in your subject area. Therefore one needs to carry an intensive reading and investigation to create a strong backing.

How to structure the literature review

There are several approaches of structuring the literature review but the best way for structuring fine art and design academic research is by following the approaches below:

- By looking at the historical evolutions in the pattern of ideas;
- The conceptual threads (issues, questions, themes);
- The theoretical and methodological positions;
- The corrective perspectives;
- And the positions of different groups (practitioners, academics, policy makers, general public).

In retrieving, reading relevant information and writing the literature review the researcher should consider the following questions:

- The organization of discussed literature, what headings will be used?
- What are the grounds for including and excluding in the literature?
- How will the research contribute to the knowledge with in community the research is situated.
- What are the main perspectives and methodological approaches adopted in relation to the problem?
- What is my point of view in relation to these perspectives and approaches?

After you have firmly answers to these questions you can be confident that your literature review and your research proposal are on a firm ground. And to achieve a good reviewing of literature consider the following: - Do not conduct a hurried review for fear of overlooking important studies. Do not rely too heavily on secondary sources of information. One should also read about the methodology used and the measurement of variables. It is also important to check daily newspapers as they contain very educative, current information. It is extremely important to copy references correctly in the first place so as to avoid the frustration of trying to retrace a reference later.

The following are important steps on may follow to carrying out literature review

- Make a list of key words or phrases to guide your literature search. For example, if the study deals with environment, other phrases that could be used to search the literature are waste management or drainage systems and the like.
- Once collected, the literature should be analysed, organized and reported in an orderly manner. Such organization, analysis and reporting represents the hardest parts of literature review. Make an outline of the main topics or themes in order of presentation. Decide on the number of headlines and sub-headlines required, depending on how detailed the review is.
- The literature should be organized in such a way that the more general is covered first before the researcher narrows down to that which is more specific to the research problem. Organizing the literature in this way leads to testable hypotheses.

Sources of Literature/ information can be classified into Primary and Secondary sources:

The Primary sources. A primary source is a direct description of any occurrence by an individual who actually observed or witnessed the occurrence. The review of literature should be based on primary sources as much as possible because information from secondary sources may be altered by the writers. And the Secondary sources include any publication written by an author who was not a direct observer or participant in the events described.

Sources of information may include:

- Books; are the best source of information to get references quoted and subjects of bibliographies are available in most

libraries, and the references given at the back of a relevant book may reveal more relevant sources.

- Theses and dissertations are other great sources of literature; researchers who receive a Master's degree or Doctorate of Philosophy undertake original work which they write up as a thesis or dissertations. Such manuscripts could prove of great value to the researcher.
- Other sources of literature like scholarly journals are key research documents. They are to be found in libraries. Recent ones will be paper copies while older journals are retained on microfilms. Today, owing to access to the Internet, many journals are on the web. Properly referenced journal articles will have the author's name, year of publication, title of the article, title of the journal and volume number to enable one to locate it easily.
- Government documents; include policy papers, and research reports owned by governments, some of which are normally sponsored by international agencies.
- International indices; these are important sources which list theses and dissertations which have been written in a particular area of specialization.
- Papers presented at conferences are also good sources of literature. Eventually such papers get published in conference proceedings or referred journals. However, a reader is able to make reference to them as presentations even before they are published.
- The Internet is now the easiest source of information. One can easily browse the web and get literature from the latest journal articles, policy documents and conference.

The researcher should on the other hand keep in mind the scope of literature reviewing

- If the area of study has been studied for a long time and therefore there is a huge body of literature, one can read only those studies that are reasonably close to one's research topic. In these thoroughly explored areas, much greater depth is available and the researcher can personally cover a narrower topic range to greater depth.
- In new or little researched areas, where little depth is available, a researcher would require to review any relevant material in order to develop a logical framework for the study and appropriate hypotheses for the study.
- The researcher should avoid the temptation to include all available material; extreme material does not mean great research information. A smaller well-organized review is preferable to a review containing many studies that are only remotely related to the problem.
- Another indicator to abandon literature review is to constantly re-encounter material already reviewed.

The Summary of the literature review

Finally, the researcher should identify the key lessons learnt from the literature review and then give a conclusion; the gaps that have been identified in the literature have to be highlighted.

CHAPTER THREE

Basically chapter three is Methodology

Introduction

Every chapter in a proposal starts with an introduction and it tells the reader what is contained in the methodology chapter ,how it is arranged by giving the justification of the section, how the researcher is going to go about collecting and analysing the data to solve the problem at hand. Methodology involves research design, study population, sample size and selection, Sampling techniques and procedure, Data Collection Methods, Pre-testing (Validity and reliability), Procedure of Data Collection, Data Analysis, Measurements of variables (quantitative studies). Therefore methodology in a proposal tells the reader how the above will be used.

Research Design it describes the conceptual structure or the type of research design that will be used. The structural arrangement within which research will be undertaken and the most appropriate design method is qualitative. It is suitable because it is non-numeric, qualitative research design implies data collection methods and analysis are not quantitative, this approach does not emphasise the use of figures or statistical.

In art and design research qualitative approach helps the researcher to explore and identify key indicators and also qualitative research can also be used to discover relationships among variables.

Research design describes the nature and pattern, which the research intends to follow, that is whether it is longitudinal or cross-sectional, descriptive, explanatory or experimental, case based or representative. The choice of research design depends

on the type such as descriptive, a case study design or across-sectional survey design or a before and after quasi-experimental design could be chosen. The choice of a particular design needs to be justified and the researcher must state in detailed terms which approach will be used among qualitative and quantitative or whether both will be used. The type of data to be handled by each design has to be stated with justification by quoting appropriate authorities.

Study Population: It is the description of the population and its substances/elements from which samples will be drawn, difference or comparison could be made between a target and accessible population and the researcher must state the exact population from which the sample will be selected

Sample size and selection this is the description of the actual sample that will be studied and how it will be selected /calculated, according to the type of one's research or topic.

Sampling techniques and procedure it shows all the methods to be used when calling out the study, this sub-section describes in detail the sampling techniques that will be used in selecting the sample to be studied for example probability or non-probability based sampling (probability based sampling: simple random, systematic random, stratified, random, cluster, non-probability sampling: purposive, maximum variation, homogenous, snow ball, quota, convenient or accidental etc). It describes in detail the procedure used in selecting the study sample. It also includes the design of the sampling frame, which

the researcher will use to select the actual representative subjects to be included in the sample.

Data Collection Methods it shows the types of methods to be used in collecting the data of information it includes the specific techniques to be used in the collection of data. Methods could include interviews, key informants interview, focus group discussion, questionnaire, observation, documentary review.

Data collection instruments these are simply the tools to be used in the field to collect the information such as interview guide, questionnaire, Key informants' guides, group discussion topics, observation checklists, to mention but a few.

Pre-testing (Validity and reliability) are some of the methods to test if your research is of any importance and if the information to be collected is reliable, data quality control, which refers to reliability and validity of instruments, have to be precisely described. It is ensured through piloting. This is encouraged as the pilot findings may enable you to re-design the research instruments to improve the reliability and the validity of data. The participant should briefly describe and explain how the pre-test/pilot study will be carried out, the findings of the study, lessons learnt and what he/she will use to re-design and improve the data collection instruments.

Procedure of Data Collection this requires the researcher to briefly explain the procedures that will be followed in the data collection exercise.

Data Analysis it spells out how the data will be processed and summarized. It should indicate statistical tests that will be carried out and how the resulting information will be used for the research report. Where both qualitative and quantitative data is expected, the researcher should describe in detail ways in which the information will be processed and analysed.

Measurements of variables (quantitative studies) refer to the formulae or scales to be used in the study, have to be described by the students, and this can be the last part of the methodology.

The references; this is a list of all works cited in the proposal and it can be written according to any style for example (American Psychological Association) APA formats.

The appendices; they should come at the end of all the topics above and they can be named as follows;

Appendix 1: Questionnaire

Appendix 2: Interview Schedule

Appendix 3: Work plan and Timeframe; this is the schedule or timetable of activities and the period in which the research is to be conducted with due regard to budgetary limitation. It could be presented in a tabular form indicating activity, duration, and dates.

Appendix 4: A Budget for conducting the study should be included at the end of the proposal. The budget may consist the amount of activities and items that are necessary to carry out the research. This is the financial plan and financial

resources needed for the implementation of the research. It should be clear and reasonable and preferably activity based.

RESEARCH THESIS, REPORT & DISSERTATION

By definition, report is telling or writing about what happened by giving information about something that happened through making formal statement regarding something. According to Microsoft Encarta it can be defined as a document that gives information about an investigation or a piece of research, often put together by a group of people working together.

On the other hand, Encarta defines dissertation as long essay or a lengthy formal written treatment of a subject, especially a long paper submitted as a requirement for a degree and this is the final and very important stage in a research study.

The report is a means of communicating the experiences of the research to others and adding them onto the knowledge bank. A report therefore is a formal statement of the research process and its results. It tells all problem studied, methods used for studying it, the findings and the suggestions as well as the recommendations made. The main aim of the report is to convey to the reader what was done, how it was done, why it was done, and what its outcome was. The dissertation is a detailed account of the study, which in the case of fine art and design it must be accompanied by a massive visual art work or art works that show the problem that is solved, in other words the work should relate to the report presented and they should be presented at the same time. In case the report is not relating to the art work produced then the research is considered invalid, because what is being written will not be solving the problem artistically.

NOTE: The format, style and the steps used in the research proposal should be followed when writing and formulating the

final research thesis or report and it must be written in the past tense.

When designing the fine art and design report the following should be considered; one is the preliminaries, the main text body, the list of references and the appendices.

The Preliminaries should comprise of the following;

- The Title page
- Declaration
- Dedication
- Acknowledgement
- Abstract
- The Table of Contents
- List of Tables and Figures
- List of Abbreviations

Research report Title Page should contain the title of the research, containing the full names of the researcher/s including qualifications already attained and their awarding institution, a statement that the research report, thesis, dissertation is submitted to the institute in partial fulfilment of the award of the Diploma, Bachelors', Master, PhD degree of the "studies" of the given Institution/ department and then the month and year of submission.

The Declaration could be the second step;

According to Encarta declaration is a formal statement of facts that is allowed in a legal case in place of a statement made under oath. Therefore it is a pronouncement by the researcher that the work studied is original and has not been published or submitted for any other purpose before and it should be signed by the researcher.

The Dedication

Dedication is a kind of inscription by the author to somebody else. In-other-wards this is a short printed text at the beginning of the research associating it with somebody esteemed by the researcher and the name of the organisation or person should be indicated.

Acknowledgment

It is a section in a book or other piece of writing where an author thanks those who have helped in the entire process.

The Contents Table

Contents are the amount of things contained in something, in this case it means the list of headings, subheadings and their corresponding page numbers in the document, and it should include all sections and sub-sections of the report.

The List of Tables and Figures; this consists of a complete list of all tables and figures presented in the dissertation and the corresponding pages.

List of Abbreviations

Abbreviating is the process of shortening a word or phrase to be used to represent the full form, and they should follow internationally standardised abbreviations for example; \$ for Dollar, UGX for Ugandan shillings.

The Abstract

An abstract is a summarized paragraph/s of words explaining what the report is all about or a summary of the main points of an argument or text.

The abstract should aim at answering what the study is about and what are the research objectives or questions, how the research questions are answered and what was found out in response to the research objectives then, the conclusions that were drawn regarding to the research questions and the key recommendations or suggestions. The abstract should be objective, precise and easy to read.

The research report main body should consist of at-least five to six sections;

- Chapter one: is the Introduction
- Chapter two: is the Literature Review
- Chapter three: is the Methodology
- Chapter four: is the Presentation of Findings
- Chapter five: and Summary, Discussion, conclusions and recommendations

The first section is **Chapter one**.

The Introduction

Chapter one tells the reader what the study is about, the key variables of the study and how the chapter is organised and what the research is all about. It will present the background to the study, the statement of the problem, the purpose or general objectives, the objectives of the study, the research questions, the hypotheses, the scope of the study, the significance, Justification and operational definition of terms and concepts. It is sometimes possible to begin with the background to the study without this introduction to the chapter.

The second section is Chapter two that is Literature Review

Literature review should follow similar guide lines like that of a research a proposal, to show the reader how the study builds on and to add on the already existing knowledge that has already been researched on in this area.

The third section is Chapter three or Methodology

According to Microsoft Encarta 2009, methodology is an organizing system: the methods or organizing principles underlying a particular art, science, or other area of study. It is a comprehensive explanation of the actual approach applied. Its content is similar to that methodology section in the proposal, which is focused on the intended methodology to be applied, except in a dissertation.

The fourth Chapter is the presentation, analysis and interpretation of results

Presentation is the process or a manner in which something is shown, expressed, or laid out, after carrying out critical findings

and to analyse is the process of close examining anything in detail in order to understand it better or draw conclusions from it for this case it is the process of examining the research findings. And interpretation is a form of explanation or establishment of the meaning of something. Therefore, chapter four presents the facts, which the research discovered.

The fifth section is Chapter five which includes; Discussion, Summary, conclusion and recommendations.

The researcher then summarizes the study undertaken, discusses the results and draws the conclusions and then ends with the recommendations based on the findings. The summary reminds the reader about the purpose of the study, the process used to collect the data, and analysing the data as well as the major findings.

The list of all References

For every research not only the fine art and design research, one should include the references, source of quotations and citations so that the reader is guided on the source where the information was retrieved in case one needs to get that link as well. All the list of works cited in the proposal should be written according to the Psychological formats as required to where the research is to be presented.

All documents that were cited in the text have to appear in the references and the appropriate citation style has to be followed. Credit should be given to authors of all works cited in the report. Reference should show the name of the author, the year of publication, the title of the book or journal and the publisher.

The list if appendices

This is the last stage of the report which contains all the information that may not necessarily be included in the main body. They may include-instruments used, statistical tables, correspondence related to the study, maps and the rest.

Annotated Bibliography.

- Amin, E. (2005). Social Science Research: conception, methodology & analysis. Kampala, Uganda: Makerere University
- Bowen, B. D. & Werberg, H. F. (1980). Introduction to data analysis. San Francisco: W. H. Freeman & Co.
- Creswell, J. W. (2008). Educational Research: Planning, conducting, and evaluating quantitative and qualitative research (3rd ed.). Upper Saddle River: Pearson.
- http://arnew.mak.ac.ug/sites/default/files/courses/edu%207102%20_10.pdf
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- Research Methods. By Olive M. Mugenda and Abel Gitau Mugenda 002:1-9966411070 Research Method
- Shuttleworth, Martyn (2008). "Definition of Research". *Experiment Resources*. Experiment-Research.com. Retrieved 14 August 2011.